LSTA Advisory Committee Meeting Minutes
Wednesday, November 6, 2013
Comfort Inn & Suites, DeForest
DRAFT

Wednesday, November 6, 8:30 a.m. – 4:00 p.m.

Members Present
Martha Van Pelt, South Central Library System, Madison; John Hanson, U.S.S. Liberty Memorial Public Library, Grafton; Eric Norton, McMillan Public Library, Wisconsin Rapids; Bruce Gay, Milwaukee Public Library; Malena Koplin, Waukesha High School; Linda Stobbe, Northern Waters Library Service, Ashland; Mary Driscoll, Dane County Library Service, Madison; Gerri Moeller, Outagamie Waupaca Library System, Appleton; Krista Ross, Southwest Wisconsin Library System, Fennimore; Cherilyn Stewart, Manitowoc Public Library; Alison Eckes, Pauline Haass Public Library, Sussex; Jennifer Einwalter, Slinger Public Library; and Gus Falkenberg, Indianhead Federated Library System, EauClaire.

Not Present
 Marla Sepnafski, Wisconsin Valley Library Service.

Division Staff
Nancy Anderson, Martha Berninger, John DeBacher, Terrie Howe, Tessa Michaelson Schmidt, Lisa Weichert, Jamie McCanless, Kurt Kiefer

Call to Order and Introductions
Howe called the meeting to order at 9:01 am. Committee members and staff introduced themselves.

Welcome and Opening remarks
Kiefer welcomed the committee members and thanked them for working to help provide guidance on how we invest in libraries and in creating leadership throughout the state. The importance of these LSTA initiatives is to support the strategic goals of the LSTA plan. He emphasized using these funds to elevate the importance of libraries in our communities and developing ways in which to tell our stories. At COSLA (Chief Officers of State Library Agencies) he was validated in that Wisconsin is aligned with national initiatives such as creating digitally inclusive communities, leveraging technology and promoting life-long learning.

DeBacher welcomed and thanked the committee members.   We have two meetings, one in the spring and one in the fall. The spring meeting sets the grant categories and the fall meeting approves the grants submitted and set s the final funded amounts. At both meetings we entertain ideas for projects in the future. Howe and McCanless assist with the financials. They work in a rolling grant year. There are a number of different funding sources and the allocation of funds are on different schedules that that they must adhere to. We are in a fortunate state because we have some carry over due to vacancies.

Coordinator Report – LSTA Plan Update

Howe reported that Timothy Owens and Teri DeVoe from IMLS visited in June. They looked at state level operations and visited 6 library sites that were LSTA grant recipients. They were very interested in the projects presented and were impressed with how they melded with the national front. Tessa also shared a presentation on the *Growing Wisconsin Readers* program. The representatives also reviewed our financials with the Department of Public Instruction staff.

Howe pointed out that the three goals in the 2013-2017 LSTA Plan are explained in the LSTA Coordinator's report. At any one time we are dealing with three budget cycles.

DeBacher and Kiefer both spoke about the need to obtain compelling stories to share about how Wisconsin libraries are vital. In the final state program report for grants to the Institute of Museum and Library Services (IMLS) we may ask for a grant recipient for testimony or possibly a video clip to show a grant's impact.

Howe stated that 2012 LSTA activities will be reported to IMLS in December. We are still expending 2013 funds. When we are awarded a grant from IMLS we have two federal calendar years to spend the money (e.g. October 1, 2012 – September 30, 2014). 2013 funds will need to be spent by September 30, 2014. The Division is optimistic that 2014 funds will be awarded early in 2014.

Draft Minutes of April 2013 Meeting

Van Pelt moved/ seconded by Stobbe. Approval of minutes without amendment.   Motion carried.

Review of the Agenda

Howe reviewed the agenda including the process to be followed. Meeting to consist of review of grant categories/applicants, staff recommendations, and public hearing. Committee recommendations and allocation of 2014 funds and consideration of preliminary 2015 grant categories in the afternoon.

 Gay moved/seconded by Falkenberg approval of the day's agenda. The motion was approved without amendment.

2014 LSTA Application Overview

Procedures: Discussion/Review of Applicants & Conflict of Interest

DeBacher referred to the 2013 LSTA Information & Guidelines. The conflict of interest policy coincides with the Wisconsin ethics law. The LSTA Advisory Committee is a state committee and must follow open meetings law and this conflict of interest statement. We do allow for some latitude in discussion of grants but if votes are taken that would benefit a member's organization he or she should abstain.

Prior to the LSTA Advisory Committee meeting, reviewers rate proposals and then Division staff read grants as well. Staff makes funding recommendations based on reviewer scores, comments and their own assessment of the quality of grants. The LSTA Advisory Committee also receives grants and reviews and can override staff recommendations.

2014 Budget Issues and Guidelines

Howe stated that we have more funding available at this time in 2013 that can be applied to 2014 grant categories primarily because of staff vacancies. However, all state library agencies that receive LSTA funding from IMLS must meet maintenance of effort to continue receiving our federal funds without penalty. We have not met that requirement due to the decrease in state library system funding. We will be requesting a waiver from IMLS. The Division is optimistic that we will receive a waiver since we plan to demonstrate that library programs were not the only state agency that received reduced state funding; that all agency funding was cut by 10%.

Stewart asked what agency the Division controls appeals. Howe said IMLS reviews the waiver requests.

DeBacher stated that it is important to have stability in our state funding programs. Howe said our guidelines have not changed dramatically except that the paper copy of LSTA guidelines is no longer distributed. Howe asked if it has caused any committee members hardships. None mentioned. People prefer electronic.

Kiefer stated that he would appreciate hearing conversations around funding projects for both federal and state monies. If we can share some compelling stories around libraries, we may be able to secure additional state funding. He asked the group about what can be brought to the DPI budget request for libraries. He stated that this committee's work should help the Division prepare these types of requests.

Discussion and Review of LSTA Applications 2014

Internal Operations and Statewide Projects DLT Projects

Communication and Planning

DeBacher reported that this category is primarily used to fund internal operations, COLAND, special projects and for Kiefer's participation in COSLA as well as statewide studies.

Growing Wisconsin Readers Year #2

Schmidt reported that this is a three year early literacy initiative. We are in year # 1. The official roll out occurred last month. She distributed a brochure to the committee for review that was sent to libraries. The funding for year two is for continuation of the project. By year three the goal is for the local libraries to carry more of the financial burden. IMLS is very supportive of early literacy projects. Training and state wide symposium is planned for the near future.

Norton asked why the funds requested in April 2014 ($20,000) had increased to $25,000. Originally the symposium was planned to occur in year #1. Division Staff decided mid-year (2013) to move the symposium to

Year #2 and to order Spanish and Hmong materials to Year #1.   The additional $5,000 allocation was to assure that the Growing WI Readers Symposium funding was not short changed.

LEAN Studies of Library Systems
DeBacher reported that the Division would like to review library system relevance as well as activities and capabilities to ensure currency, consistency and efficiency. System and Resource Library Administrators' Association of Wisconsin (SRLAAW) decided to evaluate themselves and began the process last February. They presented their final report at the August SRLAAW meeting. The Legislative Joint Finance Committee asked for LEAN studies of library systems. The Governor vetoed this request because he felt that the DPI should conduct this type of study. The funds would be used for consulting and creation of a template/framework to apply to all libraries. Kiefer stated that it is more than just merging public library systems; it is about adding more value without more cost.

Library System: Phase2 Integrated Library System (ILS) Study
The Division for Libraries is currently implementing phase 1 of an ILS study by working with Wisconsin Interlibrary Services (WiLS) to update a 2006 survey of the Wisconsin ILS'. Funds will also be used to bring in a consultant to look at finding and creating efficiencies in libraries and assist in making ILS systems work well with interlibrary loan (ILL).

Public Hearing

The Public Hearing began at 10:16 a.m. and Pamela Westby from the Middleton Public Library came to listen. A letter was submitted for the hearing by Spooner Public Library located at the following link: (https://docs.google.com/a/dpi.wi.gov/file/d/0B6YWi4VM21p8ejVEX1RWRllkNkE/edit?usp=drive_web).

Jane Frankiewicz, Spooner Public Library requested Mini Grants ($500) for special projects and marketing without the need for collaboration. DeBacher reported that he has presented the idea of mini grants before but with the limited funding available we would need to be strategic about applying it in this manner. Schmidt stated that the librarian from Spooner Public Library suggesting the above idea received a mini-grant for Growing Wisconsin readers in the amount of $250.

Pamela Westby, Middleton Public Library, reported that she served as a grant reviewer. She reported that she was impressed with the applicants and said that Howe and Schmidt did a good job orientating the reviewers.

Thomas J. Hennen, Waukesha Federated Library System requested $250,000 in LSTA funding for eBooks as part of the 2015 budget.
He presented a letter to the committee from Board President Richard R. Brandt from the Waukesha County Federated Library System requesting $250,000 in LSTA funding for eBooks. Hennen spoke on behalf of the Waukesha County Federated Library System (WCFLS) board; all 16 libraries are in support of this letter. He said that eBooks are the most important service right now as well as the engagement of the younger generation.

He also reported that proposed change in the Wisconsin Public Library Consortium (WPLC) e-book funding formula would cause great financial hardship for the Waukesha system.

Howe asked what was changing to cause WCFLS a financial hardship.

Van Pelt a member of the WPLC funding committee replied that the funding formula is currently set at 50% population and 50% usage of the Overdrive materials. Milwaukee County Federated Library System (MCFLS) proposed the formula change to be 100% usage of the materials and NOT based on population.   The two most negatively affected systems would be WCFLS and the South Central Library System (SCLS). Milwaukee County's fee would increase from $14,000 to $15,000. SCLS fee would increase more than $32,000.

Hennen thinks any formula should be stable. Einwalter asked why a there is a proposed formula change. Van Pelt replied because Milwaukee County requested it. Gay reported that his library (Milwaukee Public Library) was paying $1.30 per use, while other libraries in his system where paying .50 per use. There is an inequality. Falkenberg from the Indianhead Federated Library System (IFLS) reported that a change in the funding formula has not yet occurred and that only a proposal has been submitted to the WPLC.

Hennen reported that e-books should be priority no matter what happens with the WPLC funding formula.

DeBacher noted that the original intention of the LSTA funding was to not continue funding e-books indefinitely. It was used as a means to motivate libraries to rethink funding for collections.

Kiefer said let's think about this for our biennial state budget.

No further members of the public appeared and the public hearing ended.

Committee adjourned for a break at 10:46 am.
Howe called the meeting back to order at 11:00 am.

Learning Express Database
Berninger reported that funds will be used to continue to license the base product. This is the same amount we have requested since 2011.
Berninger stated the requested $100,000 would cover the license for the product until the end of 2014.

Learning Express Computer Module
Howe reported that the current license expires June 30, 2014. Requested funding ($16,000) will extend the license through December 2014.

Library Technology Consultant
DeBacher reported that this category covers the position formally held by Bob Bocher. He hopes to fill the position by the end of the year. The funds are also used to cover the costs of attending national conferences

and internal computer support. Kiefer reported that the work Bob Bocher is currently doing for the DPI is not supported by LSTA funds.

LSTA Administration
Howe stated that this category covers part of her position, another 50% support position, and DPI costs to administer the grants (the category amount by law is no more than 4% of LSTA annual allocation).

Public Library Director Orientation
DeBacher reported that this category provides an orientation and information session for new library directors. It would alternate with Schmidt's Youth Services Institute.

Resources for Libraries and Lifelong Learning (RLLL) – Statewide Technology
Berninger reported that this category provides funding for all RLLL statewide projects except funding for database vendors and one employee that supports WISCAT. She noted that the increase is due to the Governor's mandatory raise for state employees.

RLLL – WISCAT
Berninger reported that this category is used to pay for software and staffing positions.

School Library Action
Anderson reported that the ongoing work that came out of the summit revolved around school staffing needs. Work is ramping up right now. A job description work group has been created and a second group has reviewed that work. The job description has been used as a communication tool to describe what is involved in the planning and needs of schools. This process has exposed areas that need work. We need to recruit people into the field. There is a shortage, especially in the rural areas of school media specialists. We need to create additional work groups such as one with the Higher Ed community. Act 10 changed the environment; people cannot afford to meet the credentials. We are looking at creating portfolios. We are also looking to develop mentoring relationships, obtaining LibGuides as a communication tool and eBooks. We are working with WILS on obtaining e-books for schools. The needs and funding sources are different for schools than for public libraries. WiLS is an experienced partner. We need money for communication, resources and stipends.

Howe asked, if it makes sense to seek more school librarians when schools don't need/want to hire. Anderson answered the landscape is always changing. It is not necessarily that schools don't want to hire these people. It is that they either cannot find school librarians or that administrators of school districts do not understand their value.

Stewart asked if there was a reverse program for an individual that has a master's degree in librarianship but wanted to go into teaching. Anderson responded that there is a fast track. Eckes noted that there are hurdles to overcome when transitioning from a librarian to teaching.

Statewide Library Improvement

DeBacher outlined what the category covers—data coordinator position, 80% of director's position, position support, and other functions.

TEACH: Broadband

DeBacher reported that the department thinks this need must be filled next year. We have been working with the TEACH staff on bolstering the TEACH and BadgerNet programs. Most libraries have subsidized lines through the TEACH program. We see a need to find uniformity and a consistency for all libraries. Kiefer reported that the state CIO, David Cajagal (DOA)is supporting schools and libraries for more bandwidth at a lower cost. Most libraries have data lines through TEACH; $100/mo for up to 3 mb; DOA trying to calculate how much it would cost for an additional 5-10 mb; there is a need for systems to upgrade to 200 mbps subsidized.

Falkenberg stated that he would like to see an effort in educating systems and libraries on alternatives to TEACH. Gus at Indianhead Library System took half of their libraries off TEACH (BadgerNet); how do we get a better story on what is going on; how can we create platforms cheaply; replace email listservs with better mechanisms for sharing. Slinger is buying capacity 30 mb – 50 mb from Charter; VPN is set up all over in SCLS; OWLS looking at a local partnership with schools.

Kiefer stressed the importance of sharing our stories and finding new platforms to do so. DeBacher stressed the need to fill the technology position.

Falkenberg reported that UW Extension provided workshops on broadband expansion and is collaborating and working on creating partnerships. The broadband mapping project through the Public Service Commission (PSC) is also gathering data necessary for this effort.

Youth & Special Services Librarian

DeBacher reviewed Schmidt's position. *Growing Wisconsin Readers* is an excellent example of the amazing work she has provided.

External Grant Categories – competitive and noncompetitive

Accessibility Projects

Schmidt reported that she has had a number of conversations throughout the state about changes that should be made in category guidelines. Over the years there has been an emphasis on the structural components for physical disability compliance. She would like to see more being done in outreach services to make more library services accessible. Most of the submitted projects for 2014 were hearing loop applications.

Norton asked if the department/committee looks across categories when making funding recommendations.

DeBacher said it is up to the committee, however, to decide funding levels for the categories.

Moeller asked if the application reviewers reflected that the grants were not strong enough and that some did not meet the requirements. Schmidt answered that she too reviewed all applications and did a double check to make sure any requirements not met were noted.

Early Literacy Projects
These are projects specifically at the local or regional level. Schmidt spends time with libraries explaining funding sources. People are interested.

Driscoll asked if Hedberg's grant award will be capped at $15,000 since that was the maximum stated in the LSTA guidelines. Howe stated that it would.

At 12:01 the committee adjourned for lunch.

Howe called the meeting back to order at 12:47 p.m.

Literacy Projects
Schmidt reported that applicants must address a special population. She would like to see monies continue to be allocated in this category. She would like to see additional applicants through outreach on the category.

Falkenberg asked if it would be OK for the special services consultant in the Indianhead Library System to pass along comments to the library whose grant would not be funded. Howe stated yes, but noted that applicants would be receiving comments.

Delivery Projects (SCLS, NWLS)
Berninger reported there is no change this time.

Digital Buying Pool
DeBacher reported that in 2011 $100,000 was provided. Recommendation out of the eBook summit was to suggest a state wide commitment which the LSTA Advisory Committee supported for 3 years. Van Pelt stated that she did not know that the extra $50,000 in the 2014 LSTA allocation was to be given to WPLC after the additional monies was raised by the libraries. DeBacher said that they had no other way to provide the monies and it was used as a method to ensure that all libraries participated.

Digital Creation Technology
Schmidt reported that this was the second year of this category. Schmidt said that the grant guidelines revolve around space and services. The projects must be applicable to all age ranges.

Digitization- Local Resources- allocated 2013
Howe stated this category was being brought forward from 2013 and funds had already been designated for the four awarded applicants to be implemented through the University of Wisconsin's Digital Collections Center (UWDCC).

Digitization of Library Historical Material

Howe noted that this was a new grant category with very specific guidelines.

Norton asked if there was follow-up for libraries that consistently did not receive grants. Howe replied yes.

Library System Technology Projects

Howe reported that funds are used on a variety of projects.

Merging Integrated Library Systems

DeBacher noted that the category needs additional details. The original libraries requesting the category did not submit a grant. However, he would like to keep monies here to look at these types of opportunities especially in order to be flexible with upcoming needs.

Falkenberg stated that he would like to see a list of best practices come out of this process. He thinks this would be a particular universal benefit. Kiefer replied that we understand.

Van Pelt asked what happens to the monies that were allocated but not requested. DeBacher answered that it is used in the category at the department's discretion.

Stewart asked if it is an issue that some of the dates on the timelines has passed. DeBacher said no as some of it has to do with future costs and consultant fees.

Merging Public Library Systems

DeBacher reported that funds would be used on the smaller costs associated with mergers (meetings, legal assistance, etc).

Final Recommendations on Applications and 2014 Allocation of Funds

Gay asked if it was OK to approve all categories at the recommended amount. DeBacher said it would be OK but would not be comfortable going over by much. Ross noted that there is an extra $6,000 in merging systems.

Gay moved/seconded by **Stobbe** to fund **Communication and Planning** at **recommended amount**. Motion carried.

Gay moved/seconded by **Stobbe** to fund **Merging Public Library Systems** at **recommended amount**. Motion carried.

Gay moved/seconded by **Stobbe** to fund **Public Library Director Orientation** at **recommended amount**. Motion carried.

Gay moved/seconded by **Stobbe** to fund **Statewide Library Improvement** at **recommended amount**. Motion carried.

Gay moved/seconded by **Stobbe** to fund **School Library Action** at **recommended amount**. Motion carried.

Abstained: Koplin

Hanson moved/seconded by **Van Pelt** to fund **LEAN Studies of Library Systems** at **recommended amount**. Motion carried.

Van Pelt moved/seconded by **Einwalter** to fund **Digital Buying Pool** at **recommended amount**. Motion carried.

Ross moved/seconded by **Driscoll** to fund **Youth & Special Services Librarian** at **recommended amount**. Motion carried.

Van Pelt moved/seconded by **Gay** to fund **Learning Express Database** at **recommended amount**. Motion carried.

Van Pelt moved/seconded by **Gay** to fund **Learning Express Computer Module** at **recommended amount**. Motion carried.

Eckes moved/seconded by **Koplin** to fund **Accessibility Projects** at **recommended amount**. Motion carried. **Abstained: Moeller and Ross**

Eckes moved/seconded by **Koplin** to fund **Early Literacy Projects** at **recommended amount**. Motion carried. **Abstained: Stobbe, Ross, Driscoll, and Falkenberg**

Eckes moved/seconded by **Koplin** to fund **Literacy Projects** at **recommended amount**. Motion carried. **Abstained: Gay**

Eckes moved/seconded by **Koplin** to fund **Growing Wisconsin Readers Yr#2** at **recommended amount**. Motion carried.

Gay moved/seconded by **Ross** to fund **LSTA Administration** at **recommended amount**. Motion carried.

Falkenberg moved/seconded by **Van Pelt** to fund **Library Technology Consultant recommended amount**. Motion carried.

Stobbe moved/seconded by **Koplin** to fund **RLLL – Statewide Technology** at **recommended amount**. Motion carried.

Stobbe moved/seconded by **Koplin** to fund **RLLL – WISCAT** at **recommended amount**. Motion carried.

Stewart moved/seconded by **Norton** to fund **Library System Technology Projects** at **recommended amount**. Motion carried. **Abstained: Van Pelt, Stobbe, Moeller, Ross, and Falkenberg**

Einwalter moved/seconded by **Stobbe** to fund **Digitization- Local Resources- allocated 2013** at **recommended amount**. Motion carried.

Einwalter moved/seconded by **Stobbe** to fund **Digitization of Library Historical Material** at **recommended amount**. Motion carried. **Abstained: Gay, Moeller and Hanson**

Koplin moved/seconded by **Moeller** to fund **Delivery Projects (SCLS, NWLS)** at **recommended amount**. Motion carried. **Abstained: Van Pelt, and Stobbe**

Stewart moved/seconded by **Gay** to fund **Digital Creation Technology** at **recommended amount**. **Discussion:** Norton advised that everyone should read Doctorow. Motion carried.

Van Pelt moved/seconded by Stobbe to combine **Merging ILS of Public Library Systems and ILS Consolidation Study** for $15,000 and **Broadband** $125,000.

Discussion: Stewart asked that if too much funding has been allocated to Broadband when the additional amount can be used for the LEAN studies. DeBacher replied that he was not sure; we could continue to put monies in Broadband and it might never be enough.

Norton asked if we don't fund these three are there other sources of monies? Kiefer said nothing comes to mind. He would like to see the conversations continue to occur for those already considering merging. Wait on Broadband, get bids. And then make decisions.

Moeller suggested combining **LEAN** and **System ILS Consolidation Study**. DeBacher stated he is not sure that these categories marry well together. Moeller is concerned that if they happen separately opposing suggestions may be brought forth. DeBacher noted that LEAN has already been approved.

Monies have been approved at proposed amounts with the understanding that the monies may be moved across the categories once bids have been received. Department will come back to the committee with the bid information and proposal on where and how much to spend the monies.
Motion carried.

Committee adjourned for a break at 2:16 pm.
Howe called the meeting back to order at 2:26 pm.

Consideration of Preliminary Grant Categories for 2015

Howe thanked Van Pelt, Gay, Koplin and Hanson for being part of the LSTA Advisory Committee. Howe asked if anyone has any category recommendations. Kiefer reiterated that he is interested in hearing suggestions for state funding.

Schmidt would like the committee to consider either changing the name of the Accessibility category or do outreach on the category to stress outreach to special populations as part of the grant. Stewart agreed and suggested dropping "accessibility" from the title. Schmidt would like to showcase the importance of making it inclusive. Norton seconded Stewart's suggestion.

Schmidt asked for input on the Literacy category name.

Schmidt would like to see Early Literacy offered as a category and the Youth Institute in 2015.

Van Pelt asked if LSTA monies can be used for advocacy. Howe said no.

Stewart asked if the categories that overlap be combined.

Einwalter asked if the intention of DPI is to include the LearningExpress computer module in BadgerLink. Berninger said that BadgerLink intends to offer the broadest arrangement of resources and that a computer skills product would be considered as a part of the suite.

Einwalter asked that the state find money to support eBooks. Kiefer agreed that eBooks for schools and libraries should be a priority of the state.

Stewart asked if Zinio could be included. Gay stated that they have had some difficulties with the Zinio vendor.

Kiefer reported on projects to gather statistics about collections or consistent technology plans through the EDGE benchmarks to develop action plans. Doing a project like this on the state level would be a possibility.

Norton asked if there can be a system for the state to be aware of the most current content and would like to see the digital creation category continued.

Date of next LSTA Advisory spring meeting: April 2, 2014.

Date of next LSTA Advisory fall meeting: November 19, 2014.

Final Comments and Adjournment

Howe thanked the group for participating.   Kiefer thanked the members for their service.

Koplin made the motion to adjourn and Driscoll seconded. The meeting adjourned at 3:11 pm.

Minutes taken by Lisa Weichert.